

PERSONNEL PIPELINE

THE COMMONWEALTH OF MASSACHUSETTS
MILITARY DIVISION
THE ADJUTANT GENERAL'S OFFICE
50 Maple Street, Milford MA 01757-3604

04-34

5 August 2004

Personnel-Officer Transactions

SUBJECT: Submission of Officer Transaction Documentation

1. Effective 1 September 2004 units will no longer be required to submit officer transaction documents through Officer Branch to the Personnel Automated Records Center (PARC). All documents will be sent on a TAGMA Form 3185 from the unit to PARC. Only those documents submitted on a unit Transmittal Letter will be processed into the SIDPERS database.
2. Documents that are currently not in the Official Military Personnel File (OMPF) will be processed into PERMS by the PARC. Soldiers are responsible for reviewing their OMPF for completeness and accuracy. Soldiers must have an Army Knowledge Online (AKO) username and password to view records. Records may be viewed by logging into AKO at <https://www.us.army.mil> and select "My Personnel" under the Self Service section then select "Official Military Personnel File (OMPF)" under my G-1 Personnel Section.
3. National Guard Bureau will continue to PERM officer evaluation reports, federal recognition documents and academic evaluation reports.
4. POC for this action is CW2 Janice Martin at (508)233-6638/DSN: 256-6638

FOR THE ADJUTANT GENERAL:


JAY F. DALEY
COL, IN
Deputy Chief of Staff, Personnel

DISTRIBUTION:
MASSWEB

POST ON THE BULLETIN BOARD